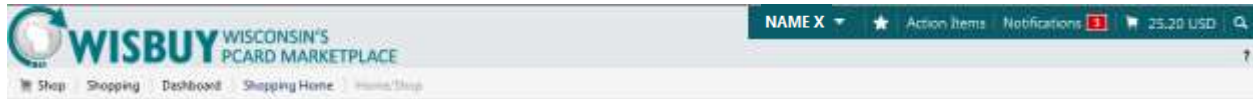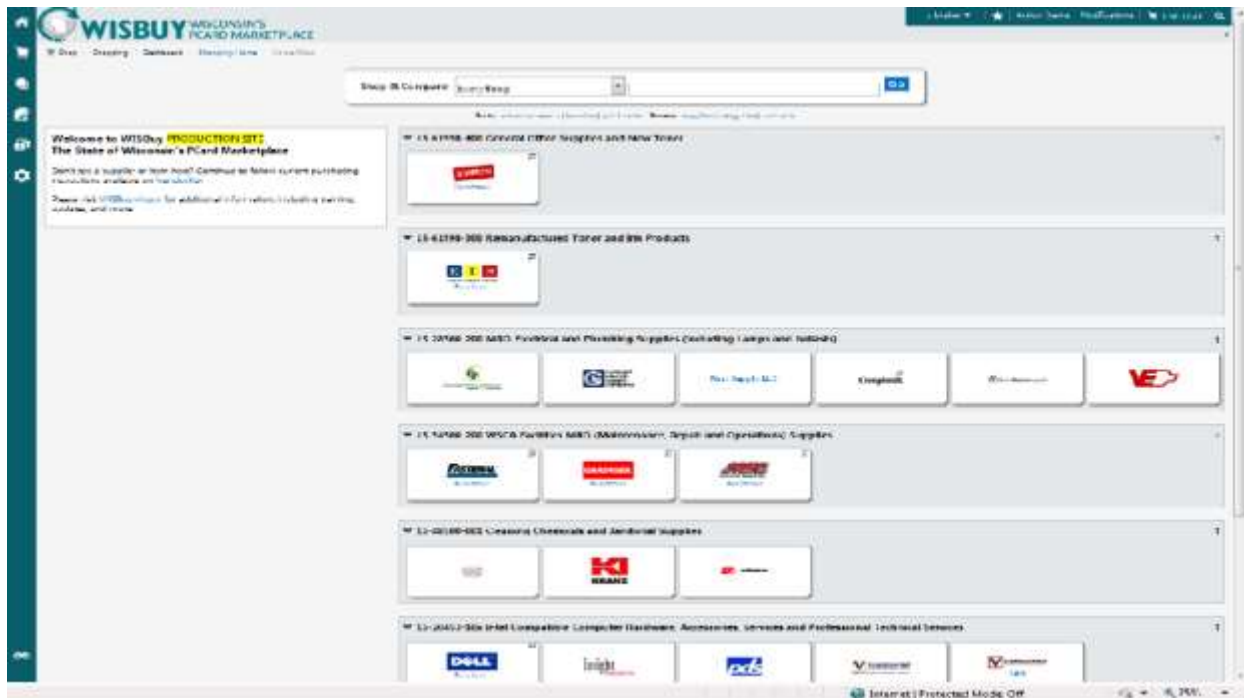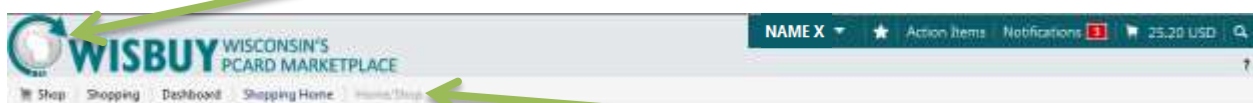# Navigation 101

Step 1: The WISBuy screen is separated into two major workspaces. The information and capabilities provided on the top navigation panel remains visible throughout your session.
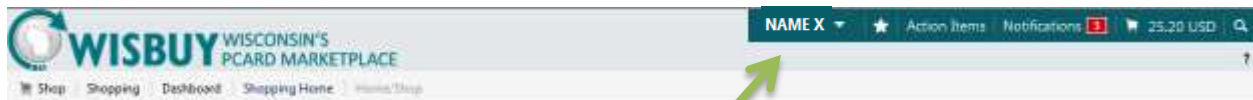

Step 2: The lower workspace varies depending on the task being performed.

Step 3: Upon login into WISBuy, users will arrive on the home/shop tab.


Step 4: In the upper left corner of the top panel is the WISBuy logo. Directly below the logo is a breadcrumb trail for the current page, or this shows the path that was used to get to the page.

Step 5: In the upper right corner there are links to your profile information, bookmarked or favorite pages, action items, notifications, your shopping cart and the search feature. Each of these links in the user profile personal preference section allows setting a home page, search, or

logging out. The favorite's link allows creating a short cut to pages. Action items are things you need "to do" in WISBuy and Notifications are items you set up to inform of actions in WISBuy, "FYIs." The shopping cart is linked to any requisition the user creates, when items are added to the requisition this icon will change to reflect the total.
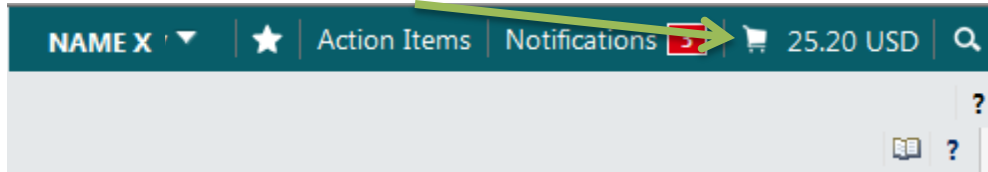

Step 6: Navigation through the application is accomplished by using the menu icons located in the panel on the left side. Hovering over the menu icons in this panel creates a "fly out" box of sub-categories where you can select any sub menu item.

Step 7: Under the breadcrumbs is the **Shop & Compare** search box. The box provides quick access to all shopping methods including: advanced search and comparison, managing and selecting favorites, using quick order for catalog number entry, browsing suppliers, categories, and contracts.
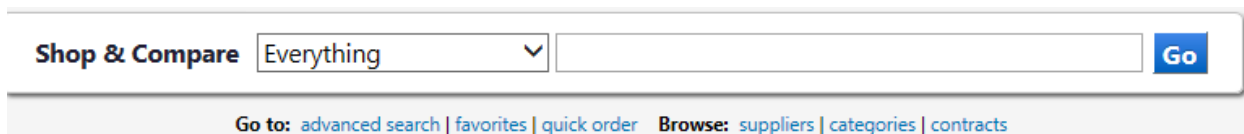
Step 8: At the **Shop & Compare** box or SHOP AT THE TOP search bar, you can search catalogs products that will be displayed in the lower panel and allows the shopper to compare prices and product information. "Shop at the Top" search functionality supports an advanced search function to further refine the search results for items such as Office/Computer, Everything, MRO/Facilities, etc.
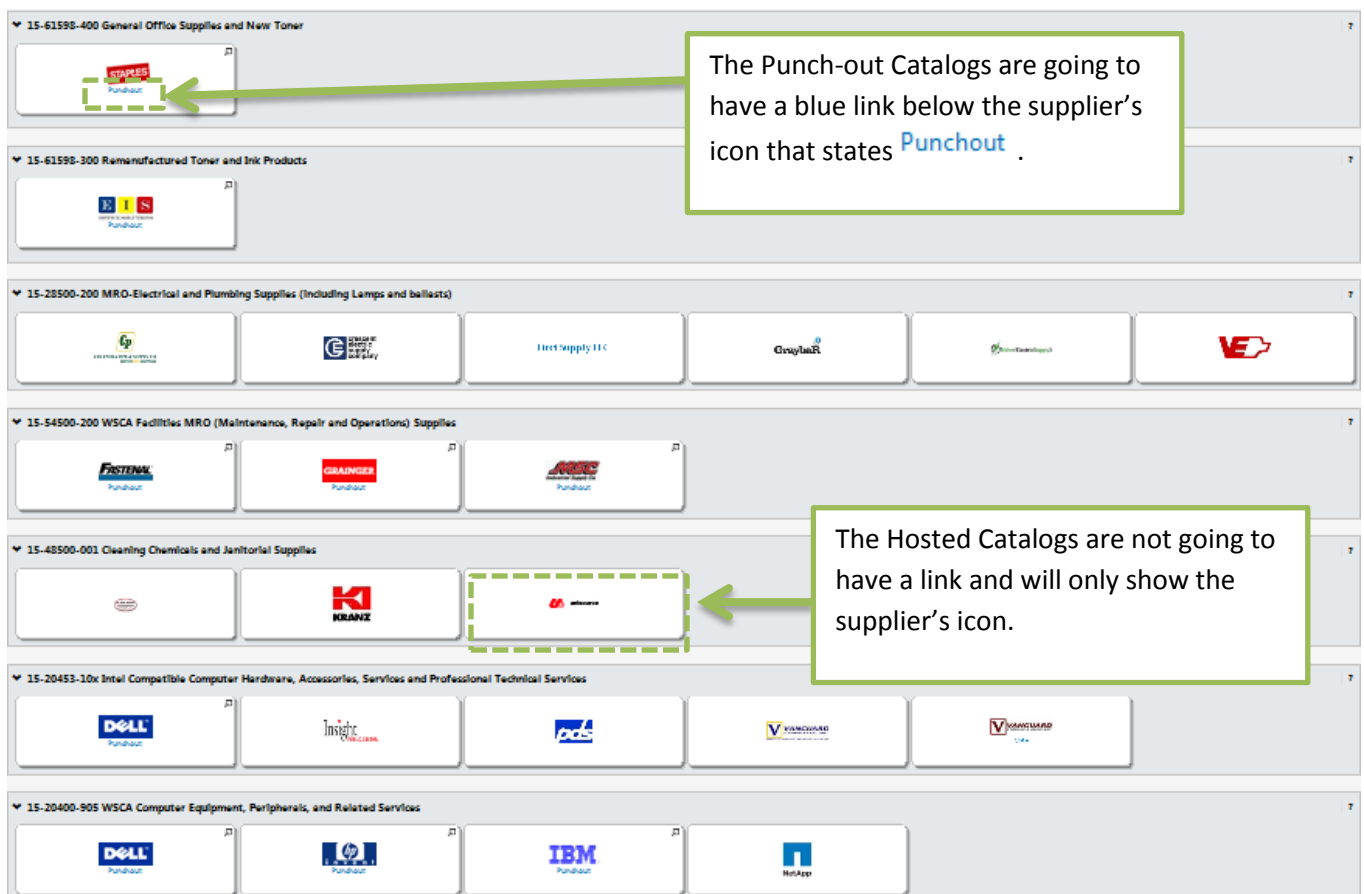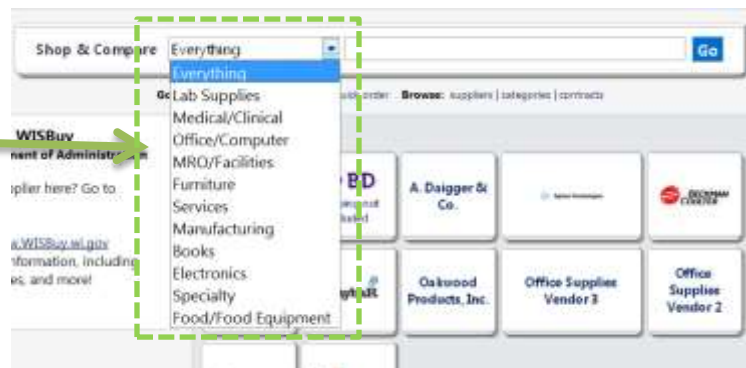
Step 9: On the left side of the workspace is an area of special interest. The WISBuy Organizational Message, which is an area that is used to communicate important information such as new suppliers, news, and training materials. The message area is customized for each Business Unit (e.g., Departments or Agencies).

Welcome to WISBuy PRODUCTION SITE
The State of Wisconsin's PCard Marketplace

Don't see a supplier or item here? Continue to follow current purchasing instructions available on VendorNet

Please visit WISBuy.wi.gov for additional information, including training, updates, and more!

Step 10: The center area is called the supplier showcase and provides links to suppliers available through WISBuy. Some suppliers are considered hosted catalogs, while others are considered punch-out catalogs.


The Punch-out Catalogs are going to have a blue link below the supplier's icon that states Punchout .

The Hosted Catalogs are not going to have a link and will only show the supplier's icon.

Step 11: Hosted Catalogs features hosted supplier catalogs that are available to shop and compare directly through the "Shop at the Top" search functionality in WISBuy. Search results are displayed and allow the shopper to view similar items from the supplier and add items to a shopping cart or favorites. *NOTE: The search yields only the hosted catalogs first.*
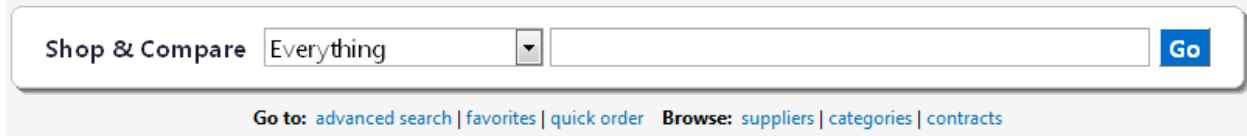

Step 12: Punchout Catalogs features punch-out supplier catalogs. Links provided via the showcase icons navigate shoppers to a specially prepared supplier website featuring contracted pricing and items for that vendor. **Items from these suppliers are not available through the "Shop at the Top" search functionality unless the vendor is also listed in the hosted supplier showcase.**

Step 13: Left-hand side toolbar navigation. The first button is the home button. You may click on this button at any time to return to your main showcase/homepage. Next, is the Shopping cart icon . When hoovering over this icon, a "fly out" box will appear for you to venture further into the subcategories of Shopping (Shopping Home, Advanced Search, View Favorites, and Quick Order) and Browse by Suppliers, Categories, and Contracts.
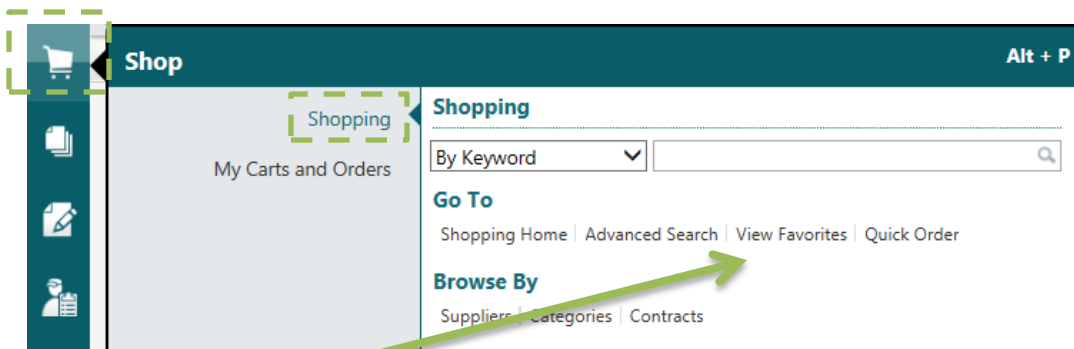

* The Favorites tab is used to create and view shared and personal favorites folders and items. Favorites represent products that are frequently ordered **from hosted supplier catalogs**. **Items from a punchout site cannot be added to favorites**; however, search and favorite functions are usually available directly on the vendor punch-out sites. Once an item is added as a favorite, it can be moved and copied between folders. When accessing the favorites tab, the last set of items used will display.

Step 14: You can also hoover over the "My Carts and Orders" sub-category to "open my active shopping carts, view draft shopping carts and/or View my Orders (last 90 Days)."
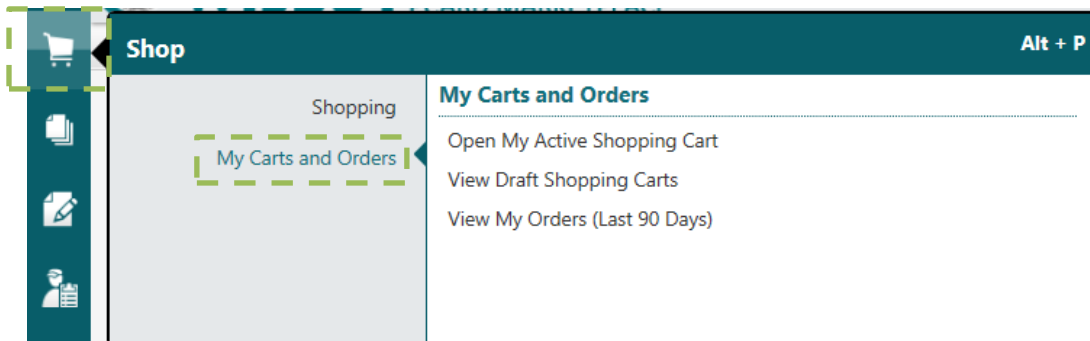

Step 15: The **WISBuy Orders & Requests** tab is used to access prior ordering information. All orders are available to view and can be searched using terms such as the order number, date, vendor, and more ordering and product information by searching documents, view saved searches, and downloading export files.
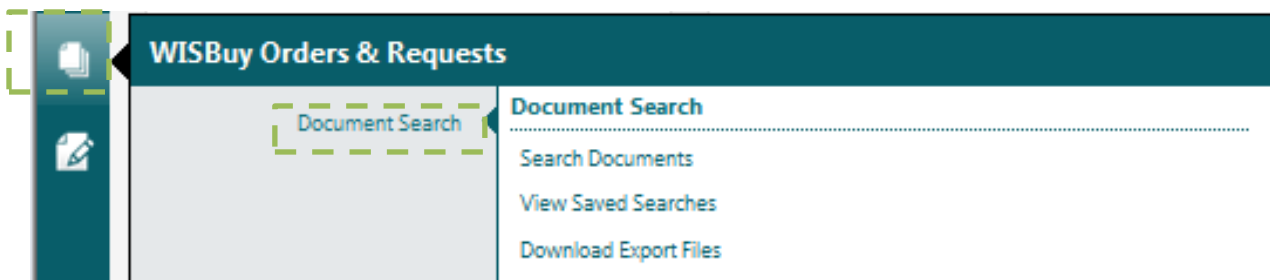

Step 16: The **Contracts** tab is used to search and view all contracts on WISBuy. You can complete a general or advanced contract search here.
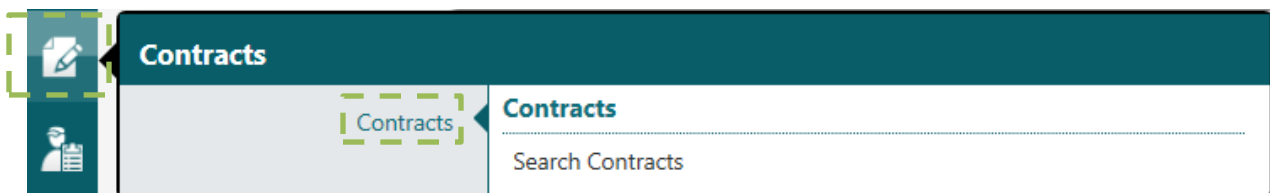
Step 17: The **My Cart** tab is used to view and modify the current shopping cart, create new carts, and delete existing carts. Remember that a cart is a selection of items prior to submitting it as an order.
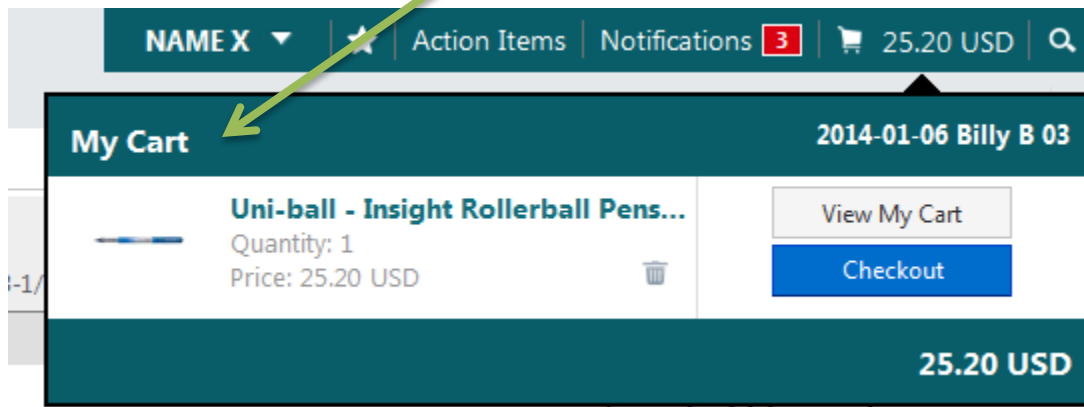
Step 18: Help is available throughout WISBuy. Question mark icons are located at the tab and sub-tab levels that provide online help for the display area. In addition, many of the text labels throughout the application are hyperlinks to online help for that topic.
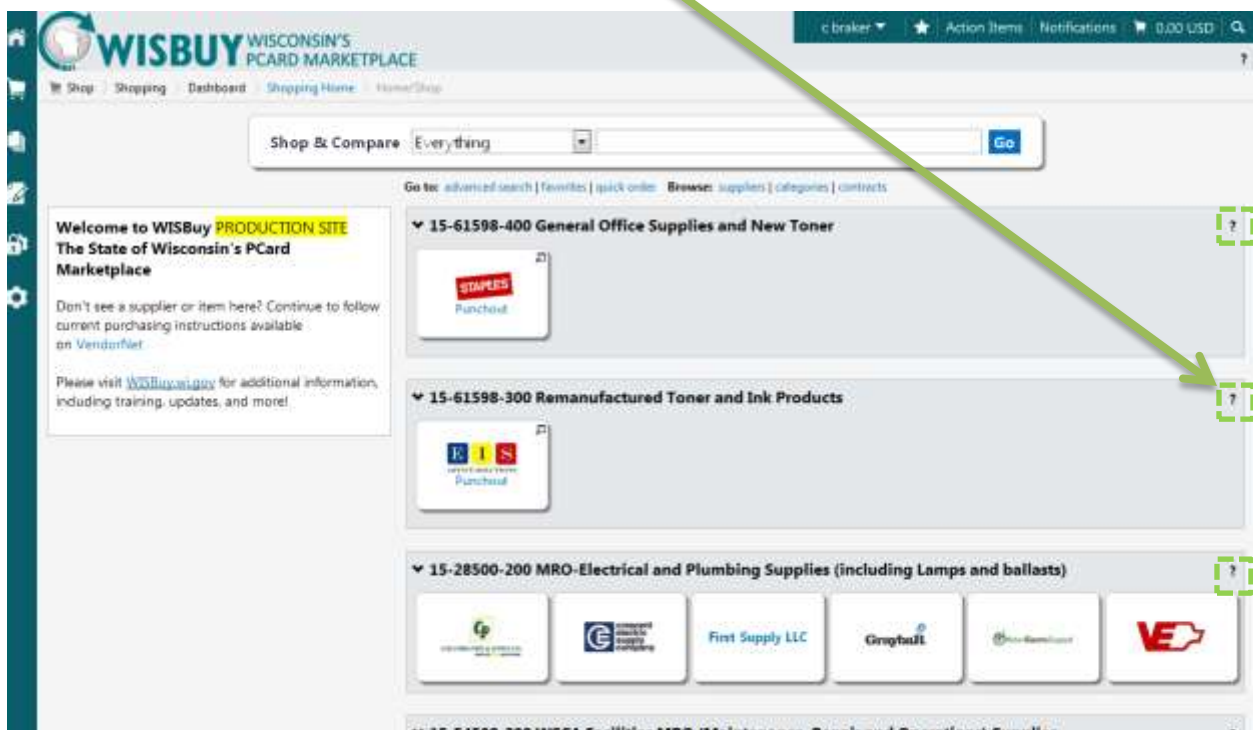
Step 19: At the very bottom of the screen is the **My Resources** area that provides the customer service contact email, phone number, and site map.
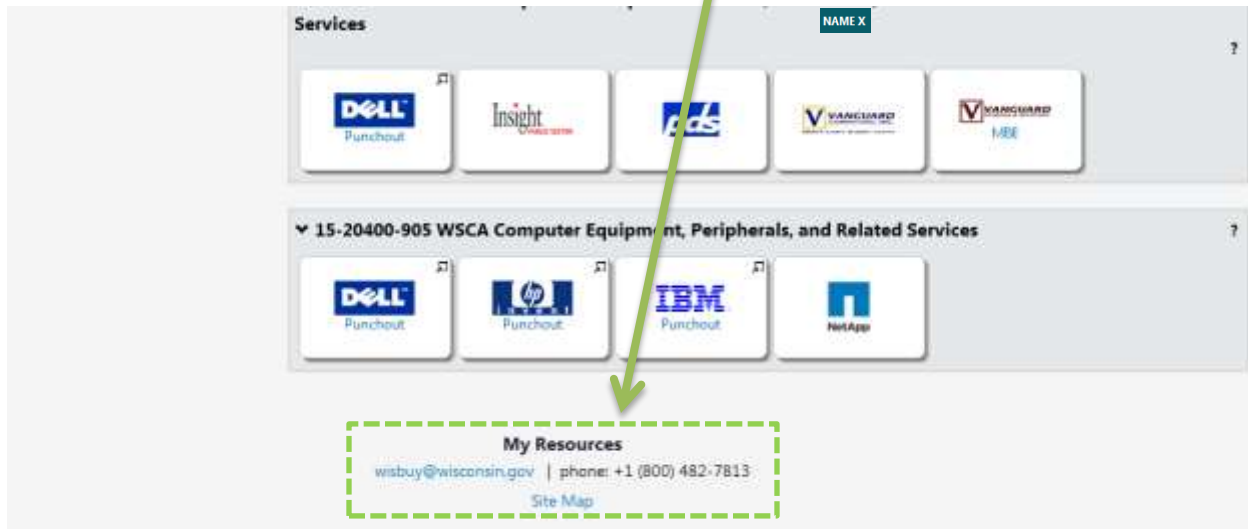
This concludes the lesson on Navigation 101 in WISBuy. For further assistance, please contact WisBuy@Wisconsin.gov or visit the website.